



Margaret Anderson

CMA with hospital experience and great attention to detail. Passionate about providing exceptional level of patient care and with sharp clinical skills. Experienced in both clinical and administrative settings.

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Professional Experience

Certified Medical Assistant

456 Pediatrics, Columbus, OH December 2018-Present

- Schedule all patient appointments for a busy pediatrics office with six full-time physicians and two nurse practitioners, amounting to more than 200 appointments per day
- Obtain patient vitals including blood pressure, temperature and diagnostic information with tact and compassion
- Update patient records to include all new information and treatment plans for 200+ daily patients

Medical Receptionist

FGH Clinic, Columbus, OH March 2016-November 2018

- Answered and directed all calls for a busy health clinic with more than 500 patient appointments per day, answering queries and passing messages as needed
- Collected patient insurance information and authorized services, providing information about co-pays and general costs to new patients
- Maintained office supply closet, performing regular inventory and ordering new supplies

Education

Associate Degree in Medical Assistance

Columbus State Community College,
Columbus, OH, Graduated 2019

- Completed 60-hours of externship and developed a reputation for an excellent bedside manner and clinical skills
- Passionate about developing good relationships with patients and taking a comprehensive medical history with tact and confidentiality

Key Skills

- Excellent interpersonal skills
- Strong verbal and written communication
- Typing speed: 70 WPM
- EMR software
- Scheduling software
- Billing and Coding ICD-10-CM